

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 104-02

**Eff. 2/21/12
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DONATION OF VACATION LEAVE

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An eligible county employee may donate vacation leave to another county employee who is suffering from, or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or condition that has caused or is likely to cause the employee to take leave without pay or terminate employment. “Severe” or “extraordinary” means serious, extreme or life threatening. These terms do not include conditions associated with normal pregnancy. The employee shall obtain a certificate from the health care provider setting forth the nature of the illness, injury, condition or predicament and the expected duration of the condition.

The receiving employee must have used up all forms of paid leave prior to using donated vacation leave. The employee’s use of donated leave, both vacation and sick, may not exceed 320 hours in any twelve month period. Once leave is donated, it is not returnable. Leave will be donated on an hour-to-hour basis.

The donating employee may donate up to five per cent (5%) of the donating employee’s accumulated vacation leave per instance, but in all instances, the donating employee must maintain an accumulated balance of forty hours of vacation leave.

Approval for donating and receiving vacation leave shall be determined by the Department Manager and the Director of Administration upon recommendation of the employee’s supervisor. Forms are available from the Director of Administration, the payroll clerk, or see the Appendix.

Definitions for Vacation Leave Donation:

“County employee” means a permanent employee with over six (6) months’ continuous service with the county. It does not include employees on probationary status or employees on temporary or other limited term appointment.

“Household member” means those relatives who reside in the same home. This term includes foster children and legal wards even if they do not live in the household. Relatives are limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of an employee. Exceptions will require County Commission approval.